

<b>SLR 105 (3/93)</b> (Replaces RMD 105) Texas State Library State and Local Records Management Division		<b>STATE OF TEXAS</b> <b>RECORDS RETENTION SCHEDULE</b>								1. Page 12 of 37 Form SLR 105C MUST accompany all submissions of this form			
2. Agency 101	Code	TEXAS SENATE						8. Security		Indicate Use of Form			
4. Records Series Item Number	5. Agency Item Number	6. RECORD SERIES TITLE	7. RETENTION PERIOD			9. Archival		10. Medium		11. Vital		12. REMARKS	
			Agency	Storage	Total			C	A	P			
<b>SENATE OFFICES</b>													
SPR1	Senate Journal Manuscripts			1	3	4	O	P	90-101-001				
SPR2	Committee Working Files Committee files may include meeting files, bill files, reports and studies, administrative correspondence, project files, resident/constituent casework and correspondence, and administrative files.			AV	4	AV+4	C	A	P	90-101-002			
SPR3	Senators Legislative Working Files Senators files may include administrative correspondence, resident/constituent casework and correspondence, proposed legislation, committee files, project/issue files, press releases, district files, photographs, and clippings, calendars, and schedules.			AV	AC	AV+ AC	C	A	O	AC=term of office O=P+E 91-101-005 90-101-003			
SPR5	Reports-Administrative			AV	3	AV+3	C	A	P	97-101-013			
EXHIBIT B													

RETENTION CODES (For Field 7) AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Values CE – Calendar Year End	FE – Fiscal Year End LA – Life of Asset PM – Permanent US – Until Superseded	MEDIUM CODES (For Field 10) P – Paper M – Microfilm E – Electronic O – Other (Specify in Field 12)	ARCHIVAL CODES (For Field 9) A – Transfer to State Archives R – Review by State Archivist	SECURITY CODES (For Field 8) O – Open Record C – Confidential
				VITAL CODE (For Field 11) Indicate with an "X"